



U.S. General Service Administration

FAST Reports Guide

Drive-thru Reports Carryout Application

Agencies are required to annually report motor vehicle fleet data using the Federal Automotive Statistical Tool (FAST), which is a web-based reporting tool cosponsored by GSA and the Department of Energy.

***GSA Fleet Drive-thru FAST Data Center** provides reports directly to the users provided email address in text file or excel format. The reports consist of vehicle inventory, acquisition, disposal, and expense and fuel consumption data. All reports are pre-formatted to meet the FAST specifications, so simply upload them to FAST, and you're done.*

August 2014

FAST Data Center Guide

Log into Drive-thru

To access GSA Fleet FAST Data go to the **GSA Fleet Drive-thru website** at (drivethru.fas.gsa.gov).

1. Click on “**Reports Carryout**” from the home page under the “Application Access” section.
2. Log in using your “**Customer Number**” and “**Access Code**”.

You are now at the Reports Carryout Main Menu screen

REPORTS CARRYOUT
Main Menu

- ☐ AIE Report
- ☐ Customer-Driven Data (multi-vehicle edit template)
- ☐ Fuel Use Report
- ☒ GSA Fleet FAST Data Center
- ☐ Inventory Report (customize your own report)
- ☐ Vehicle Inventory Report (preformatted)

Previous Next Help

Note: First-time users click “Help” for more information

3. Click the “**GSA Fleet FAST Data Center**” option from “**Reports Carryout**” Main Menu screen (image above) and select “**Next**”. The system displays the screen below:

Create a Report

GSA Fleet FAST Data Center
Select an Option to Generate a Report

Reporting Level

☐ Agency Code 70

☐ Bureau Code

☒ Agency Indicator

☐ Account Code (BOAC) 70 - or -

☐ Your Customer No. 04080070704

☐ Another Customer No. 70

Select Multiple Account Codes (BOACs): (Hold Ctrl and make selections)

70A 70A 70A 70A 70A 70P 70P 70P

Display in Spreadsheet (For Sections I and III only - Choose one or more)

☐ Agency Code

☐ Bureau Code

☐ Agency Indicator

☐ Account Code (BOAC)

☐ Customer No.

Domestic/Foreign

☒ Domestic (CONUS)

☐ Foreign (oCONUS)

☐ Combined

Annual or Monthly Report

Select what type of report you would like to receive.

Annual and Monthly Reports will be available on or about the 15th day after the end of the desired report period. (Oct 15th for an Annual Report; Jan 15th for a Dec Monthly Report).

Annual Reports (All reports available): Select the Previous Fiscal Year you wish to view.

YTD Reports (Actual reports available): Select the Current Fiscal Year. Do not select a month.

Monthly Reports (Actual reports available): Select the Fiscal Year and Month you wish to view.

Select Fiscal Year: 2014

Select Month: -Select-

Section	Data	FY 2014	FY 2015	FY 2016	FY 2017
		Actuals	Planned	Projected	Forecast
I	Vehicle Data by Vehicle Model				
	Inventory	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Acquisitions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
II	Vehicle Cost/Mileage Data by Vehicle Model	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Disposals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
III	Fuel Cost/Consumption by Fuel Type	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input checked="" type="radio"/> Natural Units	<input type="radio"/> GGE		

You can only select one report at a time

Report Output

You will receive the report by email: Enter Email Address

Choose your E-mail file format: ☒ Excel ☐ Text File

Applications Access

- CRASH
- Customer-Driven Data
- Dispatch & Reservation Module
- FTP Monthly Mileage Upload Tool
- GSA Replacement Vehicles
- Mileage Express
- PM Express
- Reports Carryout
- Speed Pay
- WEX Replacement
- Defensive Driving
- VCSS - WebBill

Reports Carryout
Reports Carryout allows you to generate a variety of GSA Fleet vehicle reports on the internet at any time.

Choose an Application to Login

4. Select a “Reporting Level”:

Reporting Level	
<input type="radio"/> Agency Code	70
<input type="radio"/> Bureau Code	
<input checked="" type="radio"/> Agency Indicator	
<input type="radio"/> Account Code (BOAC)	70 - or -
<input type="radio"/> Your Customer No.	04080070704B815
<input type="radio"/> Another Customer No.	
Select Multiple Account Codes (BOACs): (Hold Ctrl and make selections)	
<div>70A00Q 70A00R 70A00T 70A00U 70A00Y 70P00B 70P00D 70P00R</div>	

Note: Data only needs to be entered for: “Bureau Code”, “Agency Indicator”, “BOAC” or select multiple BOACs by holding the “CTRL” button or holding down your mouse and dragging the cursor and lastly by “Another Customer No”.

6. You have the option to display additional fields within your spreadsheet (Check one or all field option).

Display in Spreadsheet (For Sections I and III only - Choose one or more)
<input type="checkbox"/> Agency Code
<input type="checkbox"/> Bureau Code
<input type="checkbox"/> Agency Indicator
<input type="checkbox"/> Account Code (BOAC)
<input type="checkbox"/> Customer No.

Note: This feature only applies to Section I and III reports

7. You also have the option to select Domestic, Foreign or Combined (both) for your report output.

Domestic/Foreign
<input checked="" type="radio"/> Domestic(CONUS)
<input type="radio"/> Foreign (oCONUS)
<input type="radio"/> Combined

Note: This option is only stateside.
Foreign defaults to FO only.

8. Set "Select Fiscal Year" to 2014

Select Fiscal Year	2014
Select Month	-Select-

, but DO NOT select a month

- Annual reporting data will be active in the FAST Data Center on and after October 15th. Prior to October 15th the data will be year to date.
- Planned, projected and forecast reports for acquisitions and disposals are only available as part of the annual report. These reports will be available October 15th.

9. Select the report you wish to run by ticking the corresponding radio button (you can only run one report at a time).

Annual or Monthly Report					
Select what type of report you would like to receive.					
Annual and Monthly Reports will be available on or about the 15th day after the end of the desired report period. (Oct 15th for an Annual Report, Jan 15th for a Dec Monthly Report).					
Annual Reports (All reports available): Select the Previous Fiscal Year you wish to view.					
YTD Reports (Actual reports available): Select the Current Fiscal Year. Do not select a month.					
Monthly Reports (Actual reports available): Select the Fiscal Year and Month you wish to view.					
Select Fiscal Year		2014 ▼		Select Month	
		-Select- ▼			
Section	Data	FY 2014 Actuals A	FY 2015 Planned B	FY 2016 Projected C	FY 2017 Forecast D
I	Vehicle Data by Vehicle Model	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Inventory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Acquisitions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
II	Vehicle Cost/Mileage Data by Vehicle Model	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Disposals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
III	Fuel Cost/Consumption by Fuel Type	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/> Natural Units <input type="radio"/> GGE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

You can only select one report at a time

10. Enter your e-mail address and select your file type (spreadsheet or text file).

Report Output	
You will receive the report by email:	Choose your E-mail file format:
Enter Email Address	<input type="radio"/> Excel <input type="radio"/> Text File
<input type="button" value="Reset"/> <input type="button" value="Previous"/> <input type="button" value="Submit"/> <input type="button" value="Help"/>	


11. Press Submit

- To pull additional annual reports for the same agency level, press the “Back” button in the FAST Report Message Screen. Then, change the radio button and press submit again. The agency level, display in spreadsheet, report time period, and your e-mail address are all saved to expedite pulling additional reports.
- Once your request is submitted you will receive a confirmation pop up:

FAST Report Message Screen
<p>Your report will be sent for FASTI-InvActuals-2014-for-70-MULTI-Domestic to ROBIN.WASHINGTON@GSA.GOV</p>
<input type="button" value="Back"/>

- You will also receive an email with the attached file requested (csv. or txt):

GSADRVETHRUHELP

FASTI-InvActuals-2014-for-70-MULTI-Domestic - GSA FLEET DRIVE-THRU FA 

We hope you will find this tool useful both for FAST reporting and year round management of your GSA Fleet vehicles. Please review the following pages with “**Helpful Definitions**” and detail about fields available within each report. Should you need any assistance or have additional questions regarding the FAST Data Center, please contact us via e-mail at gsadrivethruhelp@gsa.gov.

HELPFUL DEFINITIONS	
Agency Code	A two digit code which identifies the agency.
Bureau Code	A two digit code which identifies the bureau.
Agency Indicator	GSA code, created at Agency's request, for a specific sub-agency level.
BOAC	Billing Office Address Code - A six-character code assigned by GSA to identify the billing address for vehicles. The first two digits represent agency code. The third character designates the geographic GSA region of the billing address. The last three characters are sequence numbers to prevent duplicate BOAC's.
Agency Code	A two digit code which identifies the agency.
SECTION I	
Vehicle Data by Vehicle Model	State, Zip Code, Vehicle Type, Fuel Type, Comm_Lsd_Qty, GSA_Lsd_Qty, Owned_Qty, Owned Age, Law Enforcement, Non MSA, Armored, EISA_S141_Acq, Comments
State and Zip Code	Two letter State and Zip Code in which the vehicle(s) operated.
Vehicle Type	Reflects the specific type (i.e., sedan/station wagon, pickup, medium duty (MD), heavy duty (HD), emergency and special purpose [E&SP], etc.) and size (subcompact, compact, large, etc.) of available vehicles.
Fuel Type	Reflects the intended primary fuel and the fuel configuration (i.e., bi-fuel [BI], dedicated [DE], flex-fuel [FF], hybrid [HY] etc.).
Comm LSD Qty	Number of vehicles commercially leased by reporting agency, not applicable to GSA Fleet reporting.
GSA LSD Qty	Number of GSA Fleet vehicles leased by the customer.
Owned Qty	Number of vehicles owned by reporting agency, not applicable to GSA Fleet reporting.
Owned Age	Age of vehicles owned by reporting agency, not applicable to GSA Fleet reporting).
Law Enforcement	Indicator denoting whether or not the vehicle meets EPACT requirements to receive a waiver for law enforcement purposes.
Non MSA	Indicator denoting whether or not the vehicle is located outside of a Metropolitan Statistical Area and thus eligible for a waiver.
Armored	Not applicable to GSA Fleet vehicles.

EISA_S141_Acq	Code indicating whether the acquired vehicle is compliant with the Energy Independence Security Act (EISA) of 2007, Section 141's. EISA_S141 requirements for acquisition of only low greenhouse gas-emitting vehicles in the light-duty vehicle and medium-duty passenger vehicle sectors. This section should have a Y/N for all vehicles required to comply with this mandate.
SECTION II	
Vehicle Cost/Mileage Data by Vehicle Model	Ownership Type, Vehicle Type, Is_Law_Enf, Is_Armored, Indirect_Cost, Maintenance Cost, Depreciation, Lease_Cost, Acquisition_Cost, Miles
All costs and mileage values are to be entered as positive, whole numbers, and represent actual costs incurred and miles traveled during FYXXXX.	All costs and mileage values are to be entered as positive, whole numbers, and represent actual costs incurred and miles traveled during FYXXXX.
The Operating Costs and Mileage for Law Enforcement and Armored represent a subset of the total costs for the entire reporting level's fleet of vehicles.	The Operating Costs and Mileage for Law Enforcement and Armored represent a subset of the total costs for the entire reporting level's fleet of vehicles.
GSA Fleet includes within lease costs: Monthly rates, mileage rates, surcharges, and agency incurred expenses. Regular maintenance and fuel costs are part of GSA Fleet's regular monthly and mileage rates.	GSA Fleet includes within lease costs: Monthly rates, mileage rates, surcharges, and agency incurred expenses. Regular maintenance and fuel costs are part of GSA Fleet's regular monthly and mileage rates.
SECTION III	
Fuel Cost/Consumption by Fuel Type – <i>Natural Units</i>	State, Zip code, Fuel Type, Cost, CommLeased_NUConsumed, GSALeased_NUConsumed, Owned_NUConsumed
Fuel Cost/Consumption by Fuel Type – <i>GGE</i>	State, Zip code, Fuel Type, Cost, CommLeased_GGEConsumed, GSALeased_GGEConsumed, Owned_GGEConsumed
State	Notes the state in which the fuel was purchased.
Fuel Type	Indicates the type of fuel consumed, including whether the vehicle was a law enforcement or emergency responder.
Fuel Cost	Enter the total cost for the specific type of fuel for the reporting fiscal year, including the portion of GSA Lease Cost attributable to fuel of the type.
Natural Units	GSA Fleet is reporting fuel consumption in Natural Units. Natural Units reflect the method by which the fuel is consumed (i.e., by the gallons, hundred cubic feet, and kilowatt-hours). After entering the Natural Units and pressing tab, the conversion ratio to GGE is automatically calculated for you by the FAST system.
GGE	GSA Fleet is NOT reporting fuel consumption in GGE (Gasoline Gallon Equivalent).